

## CITY OF ROSWELL, NM

EOE

POSITION OPENING #10-126

**POSITION:** Account Clerk II

**DEPARTMENT:** Water - Maintenance & Transmission

**WORK SCHEDULE:** 7:30 am to 4:00 pm, Monday through Friday

**SALARY RANGE:** \$11.1393 to \$14.2169 per hour

**STATUS:** Regular Full-Time

**OPENING DATE:** November 15, 2010

**DEADLINE TO SUBMIT REQUIRED APPLICATION:** November 30, 2010

### ACCOUNT CLERK II

#### Definition and Distinguishing Characteristics

This is advanced, specialized clerical work in keeping financial accounts and records. The work involves the day-to-day responsibility for the maintenance of a moderately complex, manual or computer-assisted accounting or billing procedure.

Work is performed in accordance with established procedures and within the guidelines of the accounting system or computer programs developed for the system maintained; however, employees are expected to exercise some independent judgment in making day-to-day operating decisions based upon precedent and within the limits established by administrative procedure. Assists and acts in a confidential capacity to the department head. Work requires knowledges that require either some pre-employment learning or the ability to learn through an intensive, formal, on-the-job training course. Work does not involve direct supervisory responsibility, but some functional responsibility and lead authority may be exercised over lower level account clerical personnel in terms of reviewing a specific application or series of applications operated through a common system. Immediate supervision with technical direction and guidance is available. Work originates from the normal operating needs of the City and is reviewed in terms of the accuracy and efficiency with which the accounting system or procedure is maintained. Work involves considerable contact with City employees and the general public.

#### Typical Examples of Work Performed

Maintains confidential information regarding department functions and/or employees.

Manually maintains a number of independent accounting systems involving separate revenue and expenditure accounts; balances books, reconciles bank statements and prepares moderately complex financial records for review by superiors.

Leads and participates in the production of computer-assisted utility bills; provides technical guidance and assistance to data input operators, runs computer billing programs.

May be required to prepare routine financial reports based upon either manual or computer-generated data.

May drive City vehicles.

Performs related work as required.

#### Knowledges, Skills and Abilities

Knowledge of the specific accounting procedure of area assigned.

Knowledge of basic bookkeeping terminology and procedures.

Knowledge of modern supervisory principles and practices.

Ability to maintain confidentiality regarding department functions and employees.

Ability to perform moderately complex arithmetical calculations rapidly and accurately.

Ability to learn in a reasonable time a moderately complex, computer-assisted accounting or billing function.

Ability to use adding machines and desk calculators accurately and rapidly.

Ability to operate a computer terminal and input data coded in many different manners, effectively and efficiently.

Ability to take trial balances and find errors by backtracking logically through an accounting procedure.

Ability to drive City vehicles safely and efficiently

Ability to establish and maintain effective working relationships with fellow employees and the general public.

#### Minimum Requirements of Education and Experience

Either 1) Graduation from a standard senior high school, supplemented by successful completion of a business course in bookkeeping or computer operations or closely related field, and one year's experience at the level of an Account Clerk I or above;

Or 2) Graduation from a standard senior high school, and three years' increasingly responsible clerical or account clerical experience, preferably involving work with computer-generated records, one year of which must have been at the level of an Account Clerk I or above.

#### Necessary Special Qualification

Must possess and maintain a valid Class D driver's license issued by the State of New Mexico and have a satisfactory driving record.

#### Necessary Special Requirements

Must be able to pass a rigid background investigation including work history, criminal records, driving records and other records deemed necessary.

#### Desirable Special Qualifications

Ability to speak fluently in both English and Spanish.

**MUST SUBMIT THE "PRE-EMPLOYMENT RELEASE AND WAIVER" FORM WITH THE APPLICATION**

**IF YOU REQUIRE SPECIAL ACCOMMODATIONS, PLEASE CONTACT THE HUMAN RESOURCES DEPARTMENT  
AT CITY HALL, 425 N. RICHARDSON, (575) 624-6700, EXT. 268**